

POSITION DESCRIPTION

POSITION TITLE: Academic Advisor
DEPARTMENT: Computer Science
SUPERVISOR: Melody Moh
COMPENSATION: \$ 4,000 - \$4,800 per month

POSITION SUMMARY:

Reporting to the Chair of the Computer Science Department and the Director, College of Science Advising Center, the incumbent will work with general supervision to provide academic advising and related student services for Computer Science undergraduates, particularly for women students in computing, in the Department of Computer Science, College of Science. Such services may include guiding entering and continuing students through academic planning and successful paths to graduation, helping students find solutions for issues they may face, informing students about and authorizing students for relevant university services and resources, participating in the College of Science Advising Center (CoSAC) programs, events, and projects, and advocating relevant constituents to address student needs. The incumbent will utilize a variety of advising strategies and academic support services, including tracking academic wellness, monitoring performance, and offering interventions, to ensure student retention and success through graduation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include guiding entering and continuing students through academic planning and successful paths to graduation, helping students find solutions for issues they may face, informing students about and authorizing students for relevant university services and resources, participating in the College of Science Advising Center (CoSAC) programs, events, and projects, and advocating relevant constituents to address student needs. The associated tasks include:

- Advises students on academic issues.
- Provides guidance in course selection in keeping with the student's interests, values, and abilities.
- Tracks students' academic wellness and monitors performance.
- Makes appropriate referrals and offers interventions to students perceived as at-risk.
- Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.
- Clarifies academic policies, college regulations, program requirements, procedures, and other college information.
- Knows graduation requirements.
- Maintains accurate records (including electronic records) of interactions with students.

QUALIFICATIONS:

Education: Master's Degree in Counseling, Clinical Psychology, Social Work, or a directly related field.

Experience: Two years progressively responsible experience providing academic advising and support to students in a post-secondary setting, particularly students from historically underserved communities; a Master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience.

- Excellent interpersonal communication, relationship building and student service skills.
- Possess a demonstrated ability to advance programming that helps our campus retain our diverse student population and close the equity gap across our varied campus communities.
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

Preferred Qualifications

Experience: Three or more years progressively responsible experience providing academic advising and support to students in a post-secondary setting.

- Knowledge of student development theory, outreach practices, and student success services.
- Experience with lower division students and General Education.
- Experience advising STEM students.

PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate general office equipment
- Must be able to sit and stand for extended periods of time
- Some physical labor may be required, must be able to lift a minimum of 30lbs.

REASONABLE ACCOMODATION

The Tower Foundation of San José State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to

search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at towerjobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1127 during business hours (8:00am to 5:00pm (PST), Monday through Friday, excluding holidays), for assistance.

APPLICATION PROCEDURE

To apply for this position, submit a resume and letter of interest to towerjobs@sjsu.edu

A background check must be completed satisfactorily before any offers can be finalized.

The Tower Foundation offers an excellent benefits package including medical, dental, vision, life insurance, short and long-term disability, 403B retirement, vacation and sick leave.

COVID Vaccination Policy

The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/>

Tower Foundation is NOT a visa sponsoring organization

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